

Field School/Study Tour Application 2012
COVER PAGE

Last Name:	First Name:
Student Number:	Program of Study:
Email:	Telephone:
Document Checklist:	
<input type="checkbox"/> Completed and Signed Application <input type="checkbox"/> Signed Study Tour Agreement – Participant Code and Refund Policy <input type="checkbox"/> 2 Faculty Reference Forms <input type="checkbox"/> Letter of Intent, 450 to 500 words long, which set out and explains: <ul style="list-style-type: none"> ▪ The relationship of international/intercultural education to your career goals. ▪ Why and how this particular study tour will be of value to you. ▪ What you believe you can contribute to Capilano University as an Ambassador for Study Abroad. <input type="checkbox"/> Current Resume <input type="checkbox"/> A Capilano University Academic Transcript (Student Record print out will be accepted) <input type="checkbox"/> Photocopy of the identification page of your passport (must be valid 6 months past the return date) <input type="checkbox"/> 2 2x2 inch Passport Sized Photographs (only for Vietnam and China) <input type="checkbox"/> Cheque deposit of \$350.00 made out to Capilano University	
Application Deadline:	
Guatemala Field School: February 17-27, 2012	Deadline: October 31, 2011 at 4:00PM
Vietnam Field School: February 16 – 26, 2012	Deadline: November 18, 2011 at 4:00PM
China Study Tour: April 29-May 20, 2012	Deadline: January 31, 2012 at 4:00 PM
Please submit completed applications to:	
Study Abroad Office Cedar 335	Capilano University 2055 Purcell Way North Vancouver, BC V7J 3H5

FOR OFFICE USE ONLY	
Date received:	Received by:
Faculty references:	
Interview date:	Interview time:

Notes:

Field School/Study Tour Application 2012
APPLICATION FORM

1. Personal Information	
Last Name:	First Name:
Student Number:	Date of Birth:
Citizenship (List all):	If you are not Canadian, are you a permanent resident of Canada? <input type="checkbox"/> Y <input type="checkbox"/> N
Program of Study:	Expected Completion Date:
2. Contact Information	
Email:	
Cell Phone:	Home Phone:
Address:	
City:	Province:
Postal Code:	Country:
3. Field School/Study Tour Request:	
<input type="checkbox"/> Guatemala Field School <input type="checkbox"/> Vietnam Field School <input type="checkbox"/> China Study Tour	
4. References	
Please have two faculty members fill out the reference form. These forms should be returned to the Study Abroad Office by the faculty member and not by the student.	
Faculty Member 1:	Department:
Faculty Member 2:	Department:
5. Requirements	
I understand that my eligibility for the Capilano University Study Abroad Program requires me to: <ul style="list-style-type: none"> <input type="checkbox"/> be nineteen (19) years of age or older before departure. If I am under nineteen years of age, I will require the permission of my parent/guardian. <input type="checkbox"/> be in good academic standing <input type="checkbox"/> gain admission to Capilano University as a Visiting Student if I am currently attending an institution other than Capilano University 	
6. Declaration	
I, the undersigned, certify that all statements on this application are true and complete and that no information has been withheld. I understand that any misrepresentation of this may result in the cancellation of my nomination and that falsifying documents or information on the application may result in immediate dismissal from the program. Completion of this signed application permits Capilano University to request and/or confirm any information necessary to support my application.	
Applicant Signature:	Date:

Study Tour Application 2012**Study Tour Agreement - Participant Code**

A Study Tour is a unique academic opportunity in which the environment becomes the classroom and learning is not confined to reading texts or attending lectures. A Study Tour is exceptional because it takes place largely in a country and culture often far removed from the Canadian norm. The laws and legal system as well as modes of behavior, dress, cuisine, habits, expectations and styles of interpersonal communication are all likely to be markedly different from the Canadian experience.

All participants of a Capilano University Study Tour must be a minimum of nineteen years of age. As such, all are legally adults and will be expected to conduct themselves accordingly. All participants will be seen as representatives of Capilano University, and will be in close contact with colleagues from Capilano University's partner institution overseas.

The Capilano University "Student Conduct Policy" applies to participants in University activities. In a Study Tour situation, conduct requirements are more comprehensive. Any conduct which contravenes the laws of the host country, puts in jeopardy the safety of any participant of the program or member of the partner institution, seriously disrupts the delivery of the program, violates the rules and regulations established in good faith by the accompanying Capilano University faculty member, or detracts in a substantial way from the learning environment, will not be tolerated.

The Capilano University faculty member accompanying the Study Tour is the final authority for decisions related to participant conduct. The faculty member has the authority, with grounds and without recourse to parties on the University campus in Canada, to withdraw participants from the Study Tour program. If a participant is withdrawn from the Study Tour or leaves voluntarily, that participant must leave the group immediately. If a participant is withdrawn from the Study Tour or leaves voluntarily, the balance of funds paid for participation in the Study Tour will not be refunded unless such refunds are returned to Capilano University from the relevant vendor(s) overseas. There will be no refund of tuition or other academic or administrative fees.

The affected participant is then personally responsible for all costs incurred as a result of early departure, and is personally responsible for organizing travel arrangements for return to Canada. Capilano University and its Study Tour representatives accept no responsibility or liability for any participant who has left the program either voluntarily or by administrative withdrawal. A participant withdrawn from the Study Tour may exercise a right of appeal within three calendar months of withdrawal from the program. Application for, payment for, and participation in the Study Tour program, constitute acceptance of the terms of the Study Tour, including the academic content, length and location of the program, the terms of participant conduct as well as payment schedule, deadlines and amount.

The undersigned has read the above and agrees with the Participant code and agrees to waive any rights to refunds.

Applicant Signature:

Applicant Name:

Date:

Study Tour Application 2012**Study Tour Agreement - Refund Policy**

Note that the refund policy applies equally to:

- students who apply for the Study Tour and decide not to go.
- students who begin participation in the Study Tour and decide to return home early.

Note that the pre-departure orientation program is, without exception, mandatory. Students who do not participate in the orientation will not be allowed to participate in the Study Tour and will be refunded only that amount of money that can be feasibly returned to Capilano University from hotels, travel agents, carriers, and agents and other participating businesses, or for tickets, accommodation, or other expenses for the Study Tour, less the \$350.00 deposit.

Study Tour applications must be accompanied by a \$350.00 deposit.

- If an applicant is not accepted into the Study Tour, the deposit will be returned in its entirety. Otherwise, the deposit is not refundable.
- Extenuating circumstances that would allow for a full refund would include proof of a personal, family or medical emergency submitted with a written request for the refund.
- An inability to raise sufficient funds for participation cannot be seen as an emergency.
- Once additional payments have been made, and before the Study Tour departs, these payments (over and above the deposit) will be returned upon withdrawal for valid reasons- valid reasons would include proof of a personal or family medical emergency. These payments will be returned less any costs that have been paid for airline tickets, accommodation, or other expenses for the Study Tour. As such it is recommended that participants take out cancellation insurance on their flights.
- Once additional payments have been made, and after the Study Tour and participants have departed for the international destination, payments (over and above the deposit) that can feasibly be refunded to the University will be returned upon withdrawal for valid reasons; these might include a personal or family medical emergency or early return due to a serious illness. These reasons do not include early return due to culture shock, homesickness, legal or academic discipline, criminal activity, or external events in the outside community that are beyond the control of the Capilano University Study Tour.

The undersigned has read the above and agrees with the Refund Policy and agrees to waive any rights to refunds.

Applicant Signature:

Applicant Name:

Date:

FACULTY REFERENCE FORM

The student for whom you are filling out this form is applying to go away on exchange. We greatly appreciate your assistance in completing this process. For more information about Capilano University's exchange programs please contact studyabroad@capilano.ca or visit www.capilano.ca/studyabroad.

This form is to be returned by the faculty member, not the student, to the Study Abroad Office – Cedar 335

1. Student Information

Last Name: _____ First Name: _____ Student #: _____

2. Faculty Information

Instructor Name: _____ Department: _____

Office Phone: _____ Email: _____

3. How long and in what capacity have you known this student?

4. Please indicate your assessment of the students' competence in the following areas in comparison with other students whom you have known at similar stages in their studies:

Quality	Poor	Below Average	Average	Above Average	Outstanding	N/A
Self Motivated						
Articulate						
Perceptive						
Adaptable						
Responsible						
Self-reliant						
Interpersonal Skills						
Culturally Curious						
Worldview						
Class Participation						

FACULTY REFERENCE FORM

6. I recommend this student	
In terms of academic ability:	In terms of character:
<input type="checkbox"/> Strongly <input type="checkbox"/> Fairly <input type="checkbox"/> With minor reservation <input type="checkbox"/> I cannot recommend	<input type="checkbox"/> Strongly <input type="checkbox"/> Fairly <input type="checkbox"/> With minor reservation <input type="checkbox"/> I cannot recommend

Please feel free to make additional comments that may contribute to an evaluation of this applicant

Instructor Signature _____

Date: _____

Thank you for providing this reference. Your comments will be very helpful in determining the outcome of this exchange application. If you have any enquiries, please contact Yvonne Leung on 604 984 4936 or email studyabroad@capilanou.ca

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